



Five or Twelve-item Fast Feedback Form (B&E) Qualtrics Instructions for Teachers

<https://auckland.au1.qualtrics.com>

This guide shows the process of copying the Five or the Twelve-item Fast Feedback Form (Business and Economics) to your own Qualtrics account and distributing the survey to your class.

See also the guide for viewing results <http://tinyurl.com/zwnkqwc>

Prepared by the Centre for Learning and Research in Higher Education
www.clear.auckland.ac.nz

Intention

The instrument is not intended to replace the University's Quality and Planning Offices' Summative Evaluation Tool (SET). This template may be useful for formative evaluation by individual academics, including tutors, to get feedback on their teaching. We encourage each teacher to set up their own surveys so the responses are relevant to what that teacher wants feedback on. Responses are only available to the individual staff member.

If faculty administrators intend to use Qualtrics in a summative manner, e.g. to create surveys on behalf of tutors, GTAs and demonstrators that will evaluate their performance, it is important to clearly identify each tutor and course being evaluated. You could include a "Your tutor's name" and "Course Code" question or create a separate survey for each tutor/course.

Copy a survey template

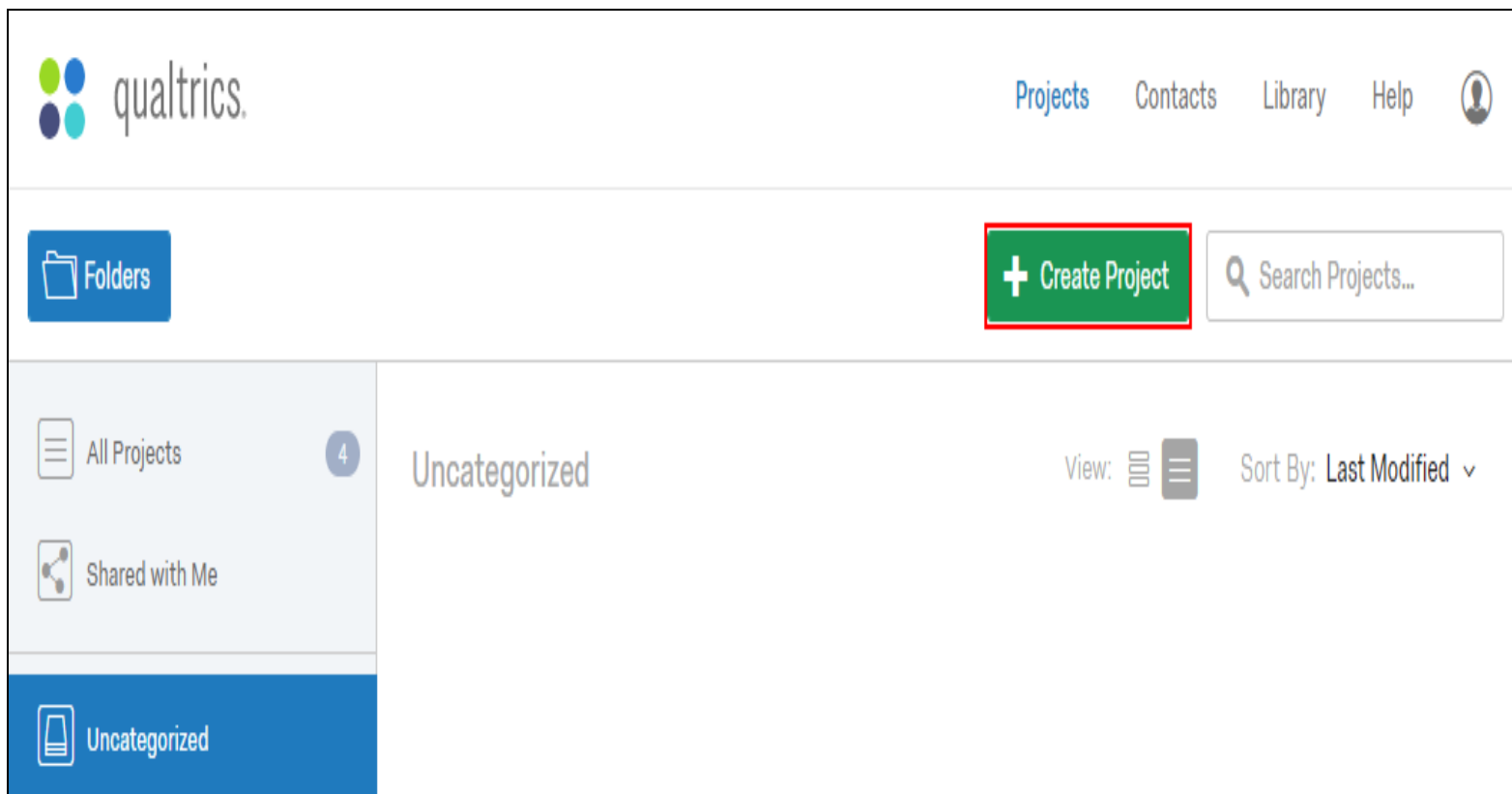
All staff and doctoral students at the University of Auckland have access to Qualtrics.

<https://auckland.au1.qualtrics.com>

Log in with your University account. If you haven't used Qualtrics before, click "I don't have a Qualtrics account" and your account will be created.

The first page you see is the "Projects" page, displaying a list of surveys attached to your account, including those that others have shared with you.

Click "Create Project".



- Click "From a Library" tab.
- Choose "The University of Auckland Formative Evaluation Templates" library.
- Select a formative feedback form that best suits your teaching from the Fast Forward Formative Feedback category*.
- Rename the survey to something meaningful, e.g. add the course number, semester and year.
- Click "Create Project".

The survey template will be copied to your account. Only you will have access to the results unless you choose to share it with a colleague.

Create a Project

New, Blank Project

Create From Existing

From a Copy

From a Library

From a File

Create a Project from a Library

Please Select a Library:

The University of Auckland Formative Evaluation Templates

Source Project

B&E Formative Evaluation: Twelve-item Fast Forward Feedback

Project Name

B&E Formative Evaluation: Twelve-item Fast Forward Feedback - (

Folder

formative evaluation

[Cancel](#)
[Create Project](#)

* Please note, you can edit all survey questions once you copy the template to your account.

Edit the survey questions

You are free to change the wording of the questions, delete questions or add your own. Some questions may not be relevant to your context so we expect that you will need to delete some. Click the red dot to delete a question.

Don't worry too much about question numbers as numbering is turned off under "Survey Options", and will not display in the students' view.

Note: Changes that you make here are updated automatically; there is no "Save" button.

To view what your students will see, click "Preview Survey".

Instructions for editing questions is available on the Qualtrics Help and Support site.

www.qualtrics.com/support/survey-platform/survey-module/editing-questions/creating-questions

The screenshot displays the Qualtrics survey editor interface. At the top, there are navigation tabs: "Look & Feel", "Survey Flow", "Survey Options", and "Tools". A "Preview Survey" button is highlighted with a red box. A search bar for questions is also visible.

The main content area shows a survey titled "B&E Formative Evaluation: Twelve-item Fast Forward Feedback - Copy". Underneath, there is a section for "12 Item Fast Forward Feedback Form" with a "Block Options" dropdown.

Question Q1 is selected and shows a grading scale. The scale has five columns: "Strongly Disagree", "Disagree", "Neutral", "Agree", and "Strongly Agree". The questions listed are:

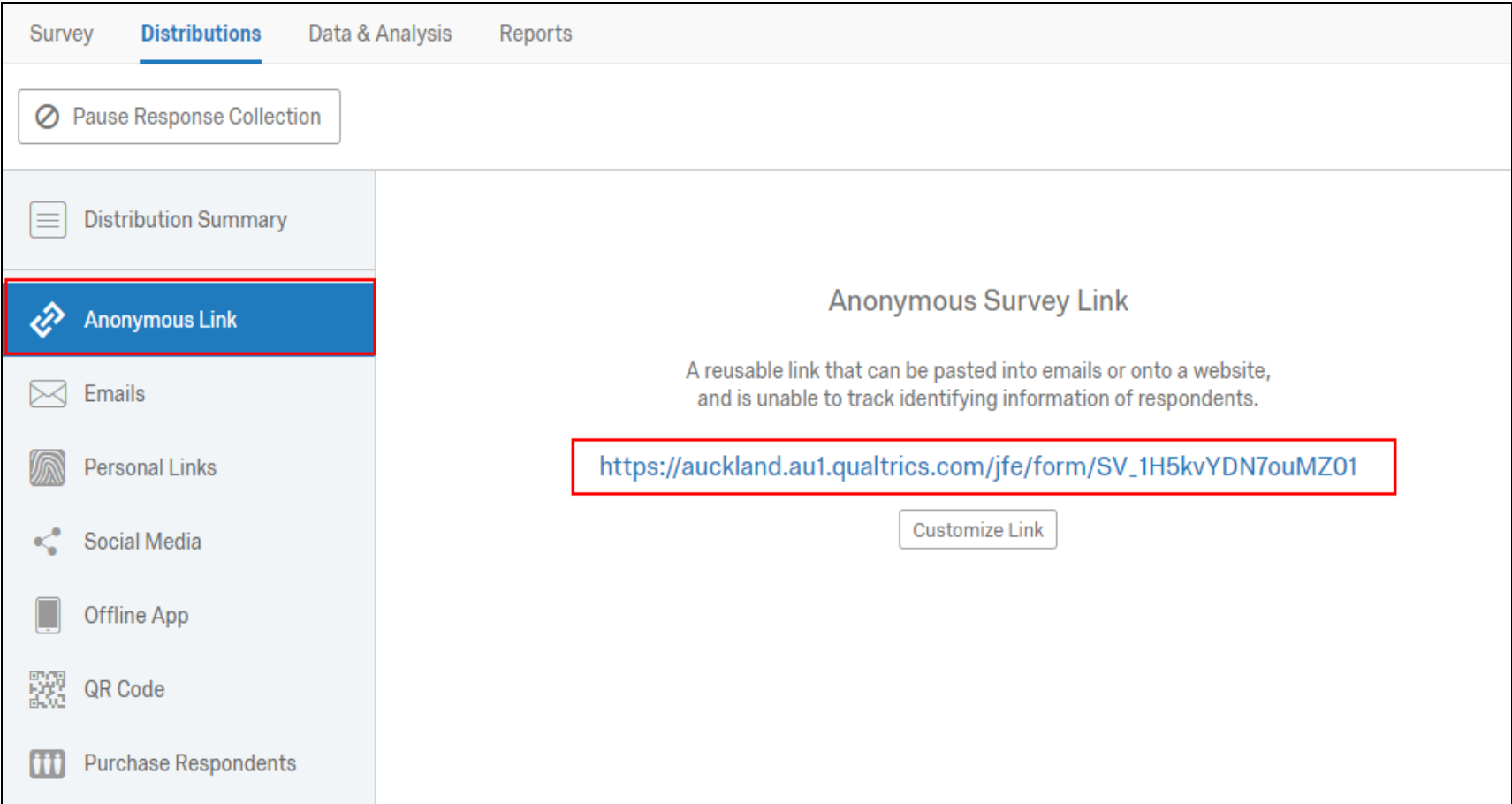
- This course teaches you what you need to know.
- You know what you have to do on the course.
- This course is well organised.
- The course is too hard/fast.
- The course is too easy/slow.
- This course is engaging and interesting.

Question Q2 is also visible and is a text entry question. The question text is "If you could change three things about the course, they would be:". Below the question, there are three numbered input fields. A red box highlights the question text and the first input field. A red dot icon is visible in the "Actions" panel on the right, which is used to delete a question.

The right-hand panel contains various settings for the question type, including "Form Fields", "Text Type", "Validation Options", "Validation Type", and "Actions". The "Form" option is selected under "Text Type". The "Actions" panel includes options like "Add Page Break", "Add Display Logic", "Add Skip Logic", and "Copy Question".

Activate your survey

From the "Distributions" tab, click "Anonymous Link " to get an anonymous link.



Distribute the survey to your students

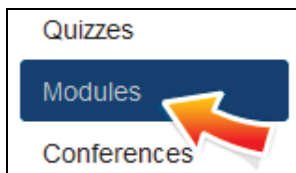
You can distribute the survey to your class in two ways:

Option 1 - Send the class an email with a link to the survey. From the “Distributions” tab, select the Anonymous Link option. Copy the link to the survey and paste it in an email. You can use the Announcements feature in Canvas, or if you prefer to use Outlook, you can get your student’s emails by exporting a class list from Canvas using the **ISOM Canvas Tools** extension for Google Chrome.

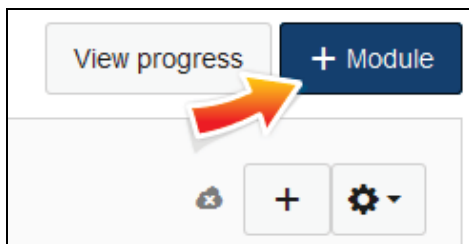
www.flexiblelearning.auckland.ac.nz/coursebuilder_support/menu0_28.html

Option 2 - Embed the survey into you Canvas course. Copy the link to the survey as described in option 1. Go to your course in Canvas and browse to the “Modules” section.

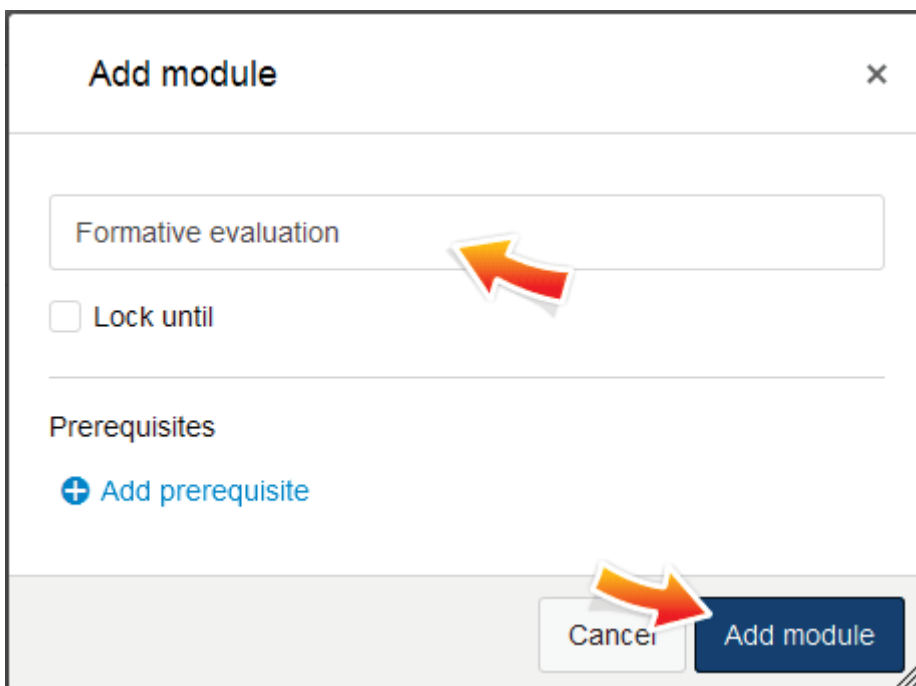
www.canvas.auckland.ac.nz



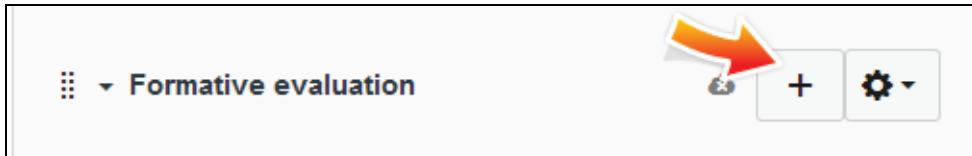
Click the “+ Module” button at the top right of the screen.



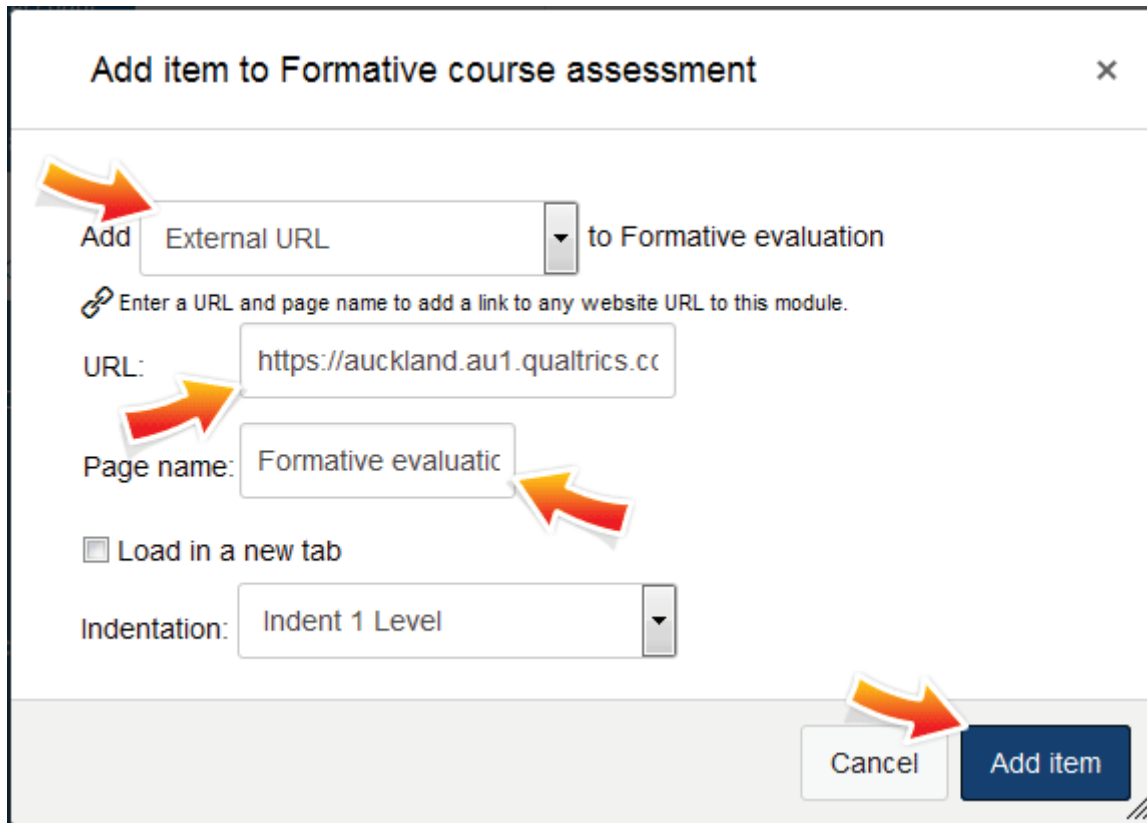
Name the module “Formative evaluation” and click “Add module”.



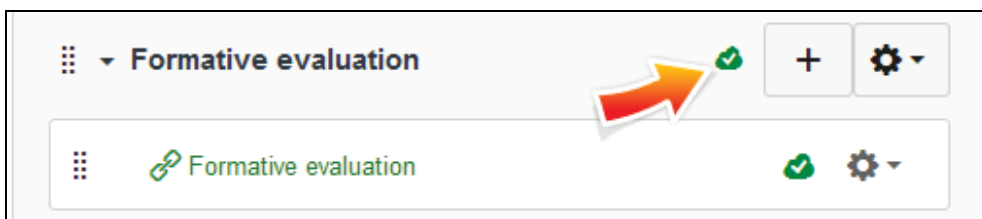
Click the "+" button next to the module name to add a module item.



Choose "External URL" and paste the URL to the survey. Type in a page name, e.g. "Formative evaluation" and click "Add item".



Click the cloud icon next to the module name to publish it. You may need to refresh the page to make sure it's turned green.



You can see the students' responses from the Qualtrics control panel, Data & Analysis tab:

<https://auckland.au1.qualtrics.com>

The survey is now available to your students from within Canvas. Use the Canvas 'Announcements' feature to inform the class that the survey is available to them in the course 'Modules' section.

You can return to Qualtrics to deactivate the survey after the submission deadline. Go to the Distributions tab and click "Pause Response Collection".

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Q1. Use the grading scale below to evaluate the course.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
This course teaches you what you need to know.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
You know what you have to do on the course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This course is well organised.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The course is too hard/fast.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The course is too easy/slow.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This course is engaging and interesting.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>